

REQUEST FOR PROPOSALS (RFP)

To Provide
Park Design/Engineering Services

COUNTY SERVICE AREA 51
Desert Center Park Rehab

July 13, 2009

ON SITE WALK THROUGH JULY 30, 2009 at 10:00 a.m.

RFP Deadline: August 6, 2009 by 4:00 p.m. PST.

Riverside County Economic Development Agency
1325 Spruce Street, Suite 400
Riverside, CA 92507

COUNTY OF RIVERSIDE ECONOMIC DEVELOPMENT AGENCY REQUEST FOR PROPOSAL

INTRODUCTION:

The Community Services Division of the Economic Development Agency administers County Service Areas (CSA) for the County of Riverside. The EDA is soliciting consultants to provide park design/engineering services for the rehabilitation and upgrade of an existing park in the Desert Center area of Riverside County. The Desert Center Park site is located at 26-251 Parkview Dr, Desert Center, CA 92239 and is approximately .4 acres.

SCOPE OF SERVICES/AMENITIES:

The intent is to hire a consultant or team of consultants that have the ability to provide complete park design services, plans, specifications, preliminary and final cost estimates and construction management for the rehabilitation and upgrade of Desert Center Park. The final design shall incorporate as much of the following major elements as possible taking into account the need for open space, logical park layout, and aesthetic appeal.

Benches
Playground area with fabric shade covers
Security lighting
2-Rail vinyl fencing
Picnic area with gazebo style shade covers
Designated off-leash Dog Park

A list of recommended improvements to the park site is listed below and should be used as a guide to develop your consultant costs for services. The total amount for consultant services at the park site should include the following:

1. Preliminary meetings with County Staff to refine improvement list (Office & Field);
2. Design of park improvements (including survey of existing amenities and irrigation lines);
3. Development of County approved construction drawings;
4. Contract administration during the course of construction to assist with RFI's and other related items until construction completion;
5. One year review to investigate and notify contractor to repair all construction warranty items.

Desert Center Park:

- 1) Replace tot-tot/playground with new ADA compliant equipment and fabric shade covers
 - a. Play area should have two (2) age designated sections
- 2) Two (2) large sized gazebo style shade structures and picnic tables
- 3) Install large swing set
- 4) Remove aged, unstable trees from play vicinity
- 5) Plant new seedlings to replace unstable trees
- 6) Rehabilitate existing turf area
- 7) Install vinyl coated chain link fencing for dog park with six (6) dog play amenities
- 8) Install low level security lighting at each corner of the park
- 9) Install monument sign with park name and uplighting

Cost for services=

TOTAL COST FOR ALL SERVICES AT PARK SITE =

For additional questions please contact Mike Franklin, CSA Project Manager, (951) 955-6652
mfranklin@rivcoeda.org

The Scope of Services shall include the following:

1. **Conceptual Design** - Consultant shall prepare two conceptual designs for the park, which will be reviewed by County staff. These two designs shall incorporate the use of low water usage and low maintenance plant material and irrigation.
2. **Project Schedule** - Consultant shall prepare and maintain a project schedule to include realistic periods for final design, approvals, reviews and construction.
3. **Cost Estimates** - Consultant will prepare during the course of design two cost estimates, one upon completion of the preliminary plan, and a second immediately prior to issuance of the request for construction bids. All work to be completed on the project will be California Prevailing Wage.
4. **Staff Meetings** - Consultant, in the course of design work, will regularly meet with staff in order to incorporate staff input into park design plans (Approximately 3 meetings).
5. **Electrical Engineering** - Consultant will provide all electrical engineering services to include all necessary plans and coordinate with appropriate utility companies to determine location of utility lines and easements, transformer location and meter location and fixture schedules.

6. **Construction Documents** - Consultant, upon approval of the design by the EDA, shall prepare construction documents (plans and specifications) and submit them to the EDA and all appropriate County Agency's for approval. The plans and specifications will define all plans to comply with all adopted Federal, State, and local laws, ordinances and codes.
7. **Bid Solicitation** – The EDA will solicit bids; Consultant shall provide bid assistance to include answering questions from prospective bidders, bidder conference, assistance with distributing information in plan rooms, and participation in bid opening, bid analysis to determine lowest responsible bidder and a pre-construction meeting. For the pre-construction meeting the Consultant will identify all attendees, distribute an agenda (prepared w/EDA staff), record and prepare minutes to be distributed at a later date.
8. **Bid Packets** - Consultant will prepare 4 complete sets of plans and specifications with one copy of plans on Auto Cad (or compatible program) and specifications on disk compatible to Microsoft Word (latest version). The EDA will require one original copy of the final bid document package and one copy in electronic format (Microsoft Word). Consultant will also provide mylars of plans.
9. **Status Reports** - Consultant will prepare monthly status reports, which will be submitted with the consultant's invoice.
10. **Monthly Invoicing** - Consultant shall submit invoices to Agency on a monthly basis. Each invoice will be itemized and show task performed, number of hours worked per person/consultant, and rate per hour for each person/consultant. Any outside reimbursable expenses claimed must be supported with copies of vendor receipts. A monthly progress report must be attached to each invoice.
11. **Agency Representative** - Consultant shall act as the Agency's representative during the construction phase, and advise and consult with the Agency in matters pertaining to the construction contract and clarification of plans and specifications. The Consultant shall visit the site at intervals (a minimum of once per week) appropriate to the stage of construction in order to become familiar with the progress and quality of the work to determine that the construction is proceeding in accordance with the plans. On the basis of such observation, the Consultant shall inform the Agency as to the progress and quality of the work.
(The County of Riverside will perform Inspections).
12. **Construction Draws** - Consultant shall review and approve or disapprove all construction invoices submitted by the contractor to the Agency for payment. Consultant shall also review and make recommendations to approve or not approve change orders.
13. **Shop Drawings & Submittals** - Consultant shall review and comment upon all shop drawings and submittals. Consultant will participate in a final walk-through and prepare a punch list. All punch list items to be completed prior to formal County acceptance of project.
14. **Final Inspection** - Consultant to participate in final inspection of park at the conclusion of the contractor's 90-day landscape maintenance period. Consultant to make recommendations for

acceptance as appropriate. Consultant will participate in an inspection at the end of the one year warranty period.

15. **Record Drawings** - The Consultant will be required to prepare record drawings from the contractor's redline as-built drawing at project completion and submit two copies to EDA.

PROPOSAL FORMAT:

Three copies of the proposal shall be submitted to this Agency and contain the following information, in the following order:

1. **Cover Letter** – The cover letter shall identify that the consultant has a clear understanding of the project scope, timing, and a list of names of individuals who will be primary contacts, as well as a list of sub-consultants.
2. **Conceptual Design** - Provide sample park designs of other parks designed by their firm.
3. **Qualifications** - A list of qualifications relating to the consultant's experience and knowledge in preparing park plans and a list of similar projects performed by consultant.
4. **Staffing** - Provide a list of individuals and their qualifications, which will be committed to completion of this plan.
5. **Reference** - A list of references comprised of cities, counties or public agencies in which similar services were provided in the last three (3) years.
6. **Scope of Services/Schedule** - Provide a detailed work schedule including specific milestones.
7. **Preliminary Cost** - Provide an estimated cost analysis for the rehabilitation of the park.

Under a separately sealed envelope provide the following:

1. **Fee Schedule** - Provide cost breakdown for all professional services including all incidentals/reimbursable. The fee schedule shall be categorized, corresponding with the item numbers in the scope of work for the park.

SELECTION PROCESS:

Evaluation of the proposals will be made by the Riverside County Economic Development Agency. The written proposal will be evaluated and scored on the following minimum criterion which is rated by the following percentages:

- **Experience and knowledge relating to other similar projects: 35%**
- **Sample park design: 25%**
- **References: 5%**
- **Time Schedule: 10%**
- **Fee Schedule: 25%**

Agency will screen the proposal based on these criteria in order to determine the top 3 candidates from the respondents. The Agency may conduct interviews and will then commence contract negotiations with the top ranked consultant. If contract negotiations are not successful, negotiations will proceed with the second highest scoring consultant.

APPLICATION PROCEDURES AND SCHEDULE:

The Riverside County EDA reserves the right to accept, reject, and evaluate any and all proposals, and to change the scope of this RFP. Any proposal submitted during this RFP process becomes the property of the Riverside County Economic Development Agency. The County will not be liable for nor pay costs incurred by the respondent in preparation of a response to this RFP or any other costs involved including travel. The RFP mailing list is available upon request.

Questions concerning this RFP should be directed to:

Riverside County Economic Development Agency (EDA)
Attn: Mike Franklin, CSA Project Manager
1325 Spruce Street, Suite 400, Riverside, CA 92507
(951) 955-6652 (951) 955-9505-Fax
mfranklin@rivcoeda.org

Proposals must be received at the above EDA address **before 4:00 p.m. on February 26, 2009** (FAXES WILL NOT BE ACCEPTED). Respondents should provide three copies of the proposal. Proposals submitted after the deadline will be returned unopened.